

STATE OF WISCONSIN  
DEPARTMENT OF HEALTH AND FAMILY SERVICES  
DIVISION OF MANAGEMENT AND TECHNOLOGY  
BUREAU OF FISCAL SERVICES

RECONCILIATION BULLETIN

|  |                     |
|--|---------------------|
| TOPIC: Year-End Reconciliation Bulletin 06-12                                | ISSUE DATE: 5/15/06 |
| TITLE: Timetable for Reconciliation Process                                  | REVISION DATE:      |
| AUTHORIZED BY: Cheryl Thompson, DHFS Reconciler<br>Bureau of Fiscal Services | PAGE 1 OF 8         |

**PROCEDURES**

Attached is our timetable for the reconciliation process. The reconciliation process includes/relies on activities of the Department of Administration and the Bureau of Information Systems. We are providing this schedule for your information.

You may observe that the entire process must be carefully organized and coordinated from each organization's input to the Department of Administration. Failure to meet the time schedule may prevent DHFS from completing the process on time.

Staff responsible for the activities described within this bulletin may be located in BFS, the divisions, the institutions, or some combination thereof.

**FINAL RECONCILIATION CERTIFICATION FORMS ARE DUE TO DOA ON AUGUST 4, 2006. THESE FORMS ARE PRINTED BASED ON INFORMATION IN WiSMART AS OF Tuesday, AUGUST 1, 2006. THEREFORE, ABSOLUTELY NO TRANSACTIONS MAY BE ENTERED AFTER 4:00 PM, AUGUST 1, 2006, FOR SFY 2006. ADDITIONALLY, FOR THOSE FEW TRANSACTIONS ENTERED DURING THE WEEK OF JULY 24, 2006, STAFF ARE STRONGLY ENCOURAGED TO WAIT PROCESS TRANSACTIONS INTO WiSMART TO ENSURE TIMELY POSTING.**

**IT IS IMPORTANT THAT ALL TASKS BE COMPLETED ON TIME. BECAUSE OF A NUMBER OF UNCERTAINTIES, THE DATES CONTAINED IN THIS BULLETIN ARE SUBJECT TO CHANGE. YOU WILL BE GIVEN AS MUCH NOTICE AS POSSIBLE WHEN DATES CHANGE.**

Your cooperation in meeting year-end deadlines is greatly appreciated and will help all of us to meet this responsibility.

Attachment

**CONTACT PERSON:**

Cindy Freidel  
(608) 266-0662

**SCHEDULE OF DEADLINES TO PRODUCE WEEKLY RECONCILIATION/APPN CONTROL REPORT**

| Week Ending  | 7/1   | 7/8                                      | 7/15                                      | 7/22                                      | 7/29                                      |
|--|---|--|---|---|---|
| TASKS  |   |  |   |   |   |
| Cutoff for Keying Entries into FMS for Inclusion in Friday Reconciliation with WiSMART | Thursday<br>6/29/06<br>5:00 PM<br>Cutoff    | Wednesday<br>7/5/06<br>7:00 PM<br>Cutoff | Wednesday<br>7/12/06<br>7:00 PM<br>Cutoff | Wednesday<br>7/19/06<br>7:00 PM<br>Cutoff | Wednesday<br>7/26/06<br>7:00 PM<br>Cutoff |
| GL Post Overnight  | Friday<br>6/30/06                           | Wednesday<br>7/5/06                      | Wednesday<br>7/12/06                      | Wednesday<br>7/19/06                      | Wednesday<br>7/26/06                      |
| Fix of GL Post Rejects by Lead Accountants by 10:00 AM                                 | Monday<br>7/03/06                           | Thursday<br>7/6/06                       | Thursday<br>7/13/06                       | Thursday<br>7/20/06                       | Thursday<br>7/27/06                       |
| AP/PA Releases All Files to DOA by 1:00 PM   | Friday<br>6/30/06                           | Thursday<br>7/6/06                       | Thursday<br>7/13/06                       | Thursday<br>7/20/06                       | Thursday<br>7/27/06                       |
| Reconciliation Run Overnight (After WiSMART Tapes Are Available)                       | Monday<br>7/03/06<br>(after PR14 available) | Thursday<br>7/6/06                       | Thursday<br>7/13/06                       | Thursday<br>7/20/06                       | Thursday<br>7/27/06                       |
| Reconciliation Reports and FMS Control Reports Available to Staff by 8:00 AM           | Wednesday<br>7/5/06                         | Friday<br>7/7/06                         | Friday<br>7/14/06                         | Friday<br>7/21/06                         | Friday<br>7/28/06                         |

**For all purposes, reconciliation activities will need to be completed by July 26, 2006 in order to prepare documents for meetings with Divisions on July 26-27, 2006.**

## SFY 06 FINAL RECONCILIATION

| <u>DATE</u>    | <u>TASK</u>   |
|----------------|---|
| May 31         | Organizations to have completed on-line keying of purchase orders by 5:00 P.M. Please refer to <i>Reconciliation Bulletin 06-01</i> , Attachment II concerning the issuance of purchase orders after May 31, 2006.  |
| June 1-29      | Entry of purchase orders between June 1 and June 29, 2006 will be carefully reviewed for compliance with year-end instructions. See <i>Reconciliation Bulletin 06-01</i> . Approval is not needed for liquidation or closing adjustments on existing Purchase Orders. |
| June 1         | Outstanding PO listing prepared from May 31, 2006 data and sent to DHFS organizations.  |
| June 1-July 1  | DHFS organizations review PO listing for potential required PO reductions/close-outs. Note that PO's should NOT be reduced for payments made after June 29, 2006. Payments made after June 29, 2006 should be recorded as SFY 2007 transactions.                      |
| June 16        | Final FY 06 P-Card transactions posted to FMS (transactions hitting US Bank on or before 6/16/06).  |
| June 16        | Load Payroll 13 data into FMS.<br>If a Length of Service payment occurs, it will also be posted at this time. Fix of GL post rejects by Lead Accountants.   |
| June 16        | Post of correction entries by noon.   |
| June 27 (Noon) | State Building Trust Fund vouchers must reach BFS no later than noon <u>June 27</u> to be recorded as <u>SFY 06</u> expenditure.  |
| June 29        | DOA Budget Office (Dennis Rhodes) to notify Mary Jane Krzewina of the revenue amounts to be transferred to DOT, DPI and Justice for Services to Drivers once all revenue for FY06 received.   |
| June 29        | File created and report prepared to reflect all purchase order status as of June 29, 2006.  |
| June 29        | Last day to enter physical June documents into FMS online.  |
| June 29        | Create SFY 06 preliminary FMS carryover file.   |
| June 29        | Load Payroll 14 (dated 6-30-06) data into FMS.<br>Fix of GL post rejects by Lead Accountants.   |
| June 30        | FMS online is not available.  |
| June 30        | Lapse amounts for <u>CY05</u> community aids appropriation to be submitted to Don Warnke for submission to DOA.   |

## SFY 06 FINAL RECONCILIATION

### DATE

### TASK

July 1-Aug 1

All keying for SFY 06 after 6/29/06 requires specific approval of BFS Lead Accountant assigned to the affected Division. Effective with data keyed on Saturday, July 1, 2006, the following procedures are to be followed:

1. FOR CORRECTING ENTRIES ADJUSTING SFY 06 ONLY.

The journal voucher (JV) and/or CT numbers are to be secured from the respective Excel files, or your respective JV allocation number series.

An alpha suffix "AN" or "AD" shall be used with JV's adjusting both FMS and WiSMART.

An alpha suffix "AM" or "AW" shall be used with JV's adjusting FMS only.

For adjustments to WiSMART only, the transactions should be forwarded via e-mail or on disk to Jean Gevelinger, AP/PA. AP/PA shall release transactions daily to WiSMART.

2. FOR CORRECTING ENTRIES ADJUSTING BETWEEN SFY 06 and SFY 2007. See Reconciliation Bulletin 06-11 also.

For these transactions, it will be necessary to process separate transactions, using different document numbers for the SFY 06 and SFY 2007 portions of the transaction.

Document numbering and handling for the SFY 06 transaction shall be done in accordance with #1 above. The SFY 2007 transaction shall be handled in accordance with normal SFY 2007 processing.

July 1

Cheryl Thompson to issue internal BFS reconciliation plan showing assignment areas, due dates, and meeting dates and times. Please note this plan is distributed as shown in Attachment #1. Send any additions/deletions to this list to Cheryl Thompson by 6/5/06.

July 1

Post tentative carryover budgets in FMS to SFY 2007. Post tentative carryover encumbrances in FMS to SFY 2007.

July 1

PO Carryover report in the Excel spreadsheet format, due to Jean Gevelinger, BFS, from DHFS institutions.

July 5

John Kallas to receive DOHAAS adjustments from DHCF, DPH and DDES by noon.

## SFY 06 FINAL RECONCILIATION

| <u>DATE</u>   | <u>TASK</u>   |
|---------------|---|
| July 3        | Monthly FMS reports produced for 1 <sup>st</sup> June run and stored on EOS. Payroll 14 will be included.   |
| July 5-11     | Jean Gevelinger reviews purchase orders identified for carry forward.   |
| July 5-11     | Jean Gevelinger's sub-file will be used to update summary PO's (tape to be forwarded to DOA to update encumbrance data on WiSMART and on the AD-78's (Reconciliation Forms)).   |
| July 6-7      | Meetings with Divisions individually, one hour each, to review closing figures on all aids appropriations paid through CARS for SFY 06. (Contracts ending between 1/1/05 and 12/31/05).   |
| July 7        | Allocations for institutions, DCFS, DDES, DHCF, DPH, (other than DOHAAS), for 800's, and related correcting entries should be completed. Correcting entries must be approved by the affected divisions assigned BFS Lead Accountant, prior to entry into FMS. |
| July 7        | Organizations to submit Depository Fund Report DMS-15 and Petty Cash Fund Report DMS-13. (See APP CASH AND CASH EQUIVALENTS 6.0).   |
| July 10       | BFS prepare and enter JV/PV for transfer of revenue for Services to Drivers.  |
| July 10       | Organizations to submit to BFS special contingent fund monitoring report. (See APP, INSTITUTION 1.0)  |
| July 11       | Pre-Audit to send final SFY 06 encumbrance file, except statutory carry forward, by 1:00 p.m. to DOA for uploading to SFY 06 encumbrances and SFY 2007 carry forward budget and encumbrances.   |
| July 12       | Jean Gevelinger to provide Lead Accountants with final encumbrance figures, except statutory carry forward.   |
| July 12       | Last day for SFY 06 DOHAAS activity to be uploaded into FMS.  |
| July 14       | Jean Gevelinger/Kathy Draves to provide Lead Accountants the final statutory carry forward and any adjustments to aids appropriation encumbrances by noon.  |
| July 17-Close | Transactions monitored closely to assure they post timely and when necessary wait processed into WiSMART.   |

## SFY 06 FINAL RECONCILIATION

| <u>DATE</u>                                     | <u>TASK</u>  |
|---|--|
| July 24   | Last day to adjust DOA records for inclusion on Form AD-78's prior to Division meeting. Data keyed by 5:00 p.m. will be reflected on the AD-78's produced on July 24, 2006.  |
| July 24   | DOA to provide updated AD-78s (Reconciliation Forms).  |
| July 25 or 26                                   | BFS reconciliation status meeting to ensure all reconciliation issues are satisfactorily completed: Lead Accountants, Warnke, McDowell, Thyberg, Gevelinger, Thompson, Sommers, Draves, Freidel.   |
| July 26-27                                      | Meeting with the Divisions individually (1 hour each) to review closing figures on all appropriation balances for SFY 06.  |
| July 28   | DOA will roll SFY 2006 PO balances to SFY 2007.  |
| July 28   | All organizations to submit reports of receivables as required by Section 12.94(1g) of Wis. Stat. to Jerry Ruffin. Refer to <i>Reconciliation Bulletin #056-10</i> . Report is prepared on a GAAP basis.   |
| July 28   | Karen Greiber to submit updated Depository Fund reports and Petty Cash Fund reports to DOA.  |
| July 28   | <b><u>ALL SUBSEQUENT CORRECTING ENTRIES TO WISMART MUST BE DONE ON-LINE AND WAIT PROCESSED.</u></b>  |
| July 7-Aug 1<br>completion of<br>reconciliation | <p>As appropriations are finalized AD-78's are to be submitted to Cheryl Thompson for signing. AD-78's should be printed with the final figures--no variances should exist between WiSMART and FMS. Cheryl Thompson--Complete review and signing of AD-78's (Reconciliation Forms). Cheryl Thompson to notify the State Controller's Office of appropriations to be closed.</p> <p>Copying of completed and signed Form AD-78's. Make one copy prior to forwarding AD-78 to DOA and an additional remaining six copies after all appropriations have been reconciled.<br/>(distribution):</p> <ul style="list-style-type: none"><li>• Office of Strategic Finance</li><li>• Pencil copy + one - PFA</li><li>• One to be split for Lead Accountants</li><li>• Jean Gevelinger</li><li>• Ken Thyberg</li><li>• Donald Warnke/Cheryl Thompson</li></ul> |

## SFY 06 FINAL RECONCILIATION

### DATE

### TASK

|                        |  |
|------------------------|--|
| July 28-August 1       | Any needed entries to WiSMART discussed with Cheryl Thompson prior to entry. Approved entries direct keyed and wait processed. |
| August 1               | P.O. carryover reports are printed on paper.   |
| August 1               | Final run of Form AD-78's.   |
| August 4               | Cheryl Thompson to verify all appropriations reconciled and closed and all AD-78's signed and sent to DOA by 4:00 p.m.         |
| August 7-8             | PFA reviews Reconciliation Run.  |
| August 10              | Final FMS SFY 06 produced after BFS gives approval to run.   |
| August 11              | Final FMS SFY 06 reports distributed, if needed on paper.  |
| August 14-September 30 | FMS General Ledger Close Activities.   |
| August 25              | BFS submits outstanding accounts receivable to Legislative Audit Bureau.   |
| September 8            | PRO PRS Overdraft Justification must be completed by 2:00 P.M. (Lead Accountants).   |
| September 8            | WiSMART close of 13 <sup>th</sup> month.   |
| September 18           | PRF overdraft justification must be completed and submitted to DOA. It is necessary to wait for August FCM (Amy McDowell).     |

cc: Ken Thyberg, BFS  
Richard Snortum, BIS  
Manu Ratarasarn, BIS  
Cindy Freidel, BFS  
Amy McDowell, BFS

Steve Censky, DOA  
Karolyn Cassidy, DOA  
Jean Gevelinger, BFS  
Hank Sommers, BFS  
Karen Greiber, BFS

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ATTACHMENT #1

LISTING OF PEOPLE WHO WILL RECEIVE  
CHERYL THOMPSON'S RECONCILIATION PLAN

**BFS:**

All Staff in the PFA Section

Bill Calcese

Mary Claridge

Cindy Freidel

Jean Gevelinger

Karen Greiber

PinTzu Klimm

Debe Lavasseur

Ron McCormick

Harlan Olson

Hank Sommers

Ken Thyberg

Debbie Walker

Don Warnke

**DPH**

Sherry Gehl

Dale Zahorik

**DHCF:**

Eli Soto

Jim Twist

Jim Vavra

**DDES:**

Susan Huss

Rita Prigioni

Dennis Dombrowicki

Mike Hughes

**DCFS:**

Paul Minkus

Bill Fiss

**DMT (Other than BFS):**

Cindy Daggett

Manu Ratarasarn

Ed Berry

**OSF and Other Exec:**

Sue Beck

Donna Moore

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